



Town of Granby, Massachusetts

Building Department

10B West State Street - Granby, MA 01033

Tel: (413) 467-7179 Fax: (413) 467-2080

www.granby-ma.gov

Carissa M. Lisee
Building Commissioner

APPLICATION FOR ADDITION, ALTERATION, REPAIR OR ACCESSORY STRUCTURE

When applying for a Permit in the Town of Granby, please include the following:

- When applying to add additional space to your home (ie: addition, deck, porch or sunroom) of an accessory structure to your property (ie: shed, garage, barn, swimming pool, sign, fence or retaining wall over 48" high) it is required that the applicant receive approval by the Conservation Commission before applying for a permit. A signature can be obtained by attending a Conservation Commission meeting. The Commission meets every 2nd and 4th Tuesday of the month at 7pm at the old library.
- If you are a Contractor, Electrician or Gas Fitter, please include a certificate of liability insurance and workmen's compensation affidavit with your company and/or personal name on the certificate. Also include a copy of your CSL and HIC license. The name on the application should correspond with the name on the license and certificate of insurance. If you are operating under a DBA, the license holder should sign the permit application. If you are operating under a corporation, the corporation should have its own license number and corporate officers are allowed to sign the permit application.
- If you are applying to add additional bedrooms, the septic system must be reviewed by a certified sanitation engineer/septic designer. A letter from the sanitation engineer/septic designer must accompany the building permit application.

CONTACT TIMES FOR INSPECTIONS

It shall be the responsibility of the permit holder (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection. Inspectors must respond in a timely order. You must obtain proper sign-offs by inspectors before proceeding.

- **Excavation/Footings:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety, and inspection of footings prior to pouring
- **Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage and either first floor framing in place or proper bracing before backfill
- **Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner

- **Frame:** call after all framing is in place and sub-trades have finished all cutting, drilling and notching. Inspector to observe species & grade, spans, connections, cutting & notching; and fire-stopping (**after** inspection and sign off from sub-trade inspectors)
- **Fireplace/chimney:** call following completion of firebox, throat and first flue set
- **Insulation:** after insulation is in place: inspector to observe insulation type, vapor barrier, and R-values
- **Mechanical:** inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood & pellet stove, dryer vents, bath exhaust fans, heat pumps, etc.
- **Finish:** call after sub-trade inspectors have signed for final approvals and building, or parts thereof, are ready for occupancy and/or use

CONTACT TELEPHONE NUMBERS

<u>INSPECTION SERVICE</u>	<u>INSPECTOR'S NAME</u>	<u>CONTACT NUMBER</u>
Building	Carissa Lisee	467-7179
Electrical	Art Courshesne, Jr.	467-3878
Plumbing & Gas	Fred Marion	467-7524
Fire	Granby Fire Department	467-9696
Board of Health	Micheline Turgeon	467-7174
Public Works	David Desrosiers	467-7575

NOTICE OF START: At least 24-hour notice of start of work under a building permit shall be given to the Building Official. Contractor or builder is to give the Building Official 24 hour notice prior to the time when these inspections are required. The Building Official shall make the inspections within 48 hours after notification.



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Date: _____

Permit Number: _____

Address: _____

Map/Parcel: _____

Construction Type: _____

Zoning: _____

Sanitary Disposal System	Y	N
Well Permit	Y	N
Well Drilling Report	Y	N
Water Test	Y	N
3 Sets Building Plans	Y	N
Copy of Deed	Y	N
Marked Smoke Detectors	Y	N
Construction Supervisor's License	Y	N
Home Improvement Registration	Y	N
Homeowner Exemption	Y	N
Workmen's Comp Affidavit	Y	N

Permit Fee Paid	Y	N
Taxes Paid	Y	N
Plot Plan	Y	N
As-Built Needed	Y	N
Demo Debris	Y	N
Building in Flood Plain	Y	N
Building in Wetlands	Y	N
Located on Scenic Road	Y	N
Stone Walls	Y	N
Building in Water Supply District	Y	N
Energy Audit	Y	N

Board of Health
Well: _____
Septic: _____
Fire Chief:
Planning Board:
Highway Supervisor:

Sewer Commissioner:
Chief of Police:
Historical Commission:
Conservation Commission:
Tree Warden:

NOTE: A Building permit will NOT be issued unless this form is filled out properly and signatures for checked boxes have been obtained.

Building Commissioner/Zoning Enforcement Officer



TOWN OF GRANBY, MASSACHUSETTS

BUILDING DEPARTMENT ACCESSORY PERMIT APPLICATION

IMPORTANT – Complete ALL items where applicable

Permit No. _____

Permit Fee: _____

Approved: _____

SECTION 1: PROPERTY ADDRESS

Address: _____ Lot No.: _____
Zone: _____ Assessor Map/Parcel No.: _____

SECTION 2: SITE INFORMATION AND COST OF IMPROVEMENTS

2.1. LOCATION OF BLDG. ON LOT – DISTANCE OF BLDG FROM

Street line _____ ft
Right lot line _____ ft

Left lot line _____ ft
Rear lot line _____ ft

Is this a corner lot? ☐ Yes ☐ No

If answer is Yes – Distance of Bldg. from
side street line: _____ ft

2.2. TYPE OF SEWAGE DISPOSAL

- ☐ Individual (septic tank, etc.)
☐ Public or private company

2.3. TYPE OF WATER SUPPLY

- ☐ Individual (well, cistern)
☐ Public or private company

2.4. COST

Cost of Improvement \$ _____
To be installed but not included in the
above cost

Electrical \$ _____

Plumbing \$ _____

Heating, A.C. \$ _____

Other \$ _____

Total Cost \$ _____

2.5. DIMENSIONS

Number of stories _____

Size of building – front _____
rear _____
deep _____

Total square feet of floor area, all floors
based on exterior dimensions _____

Total square foot of garage area _____

Size of lot - front _____
depth _____

Total land area, square feet _____

SECTION 3: DESCRIPTION OF PROPOSED WORK

☐ Owner Occupied No. Of Units: _____ Code Edition: _____ Building Use Group: _____

Brief Description of Proposed Work: _____

SECTION 4: PROPERTY OWNERSHIP

4.1. Owner's Name:

Mailing Address: _____

City, State, Zip: _____ Phone Number: _____

SECTION 5: CONSTRUCTION SERVICES

5.1. Construction Supervisor:

Address: _____

Home Phone: _____ Business Phone: _____

Signature of Contractor: _____

CSL Number: _____ List CSL Type: _____ Expiration Date: _____

TYPE	DESCRIPTION
U	Unrestricted (up to 35,000 cu.ft.)
R	Restricted 1 & 2 Family Dwelling
IA	Masonry Only
RF	Residential Roofing Covering
WS	Residential Window and Siding
SF	Residential Solid Fuel Burning Appliance Installation
DM	Demolition Only
IC	Insulation

5.2 Registered Home Improvement Contractor (HIC)

Name: _____

Address: _____

Business Phone: _____

Registration Number: _____

Expiration Date: _____

Signature: _____

SECTION 6: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L.c. 152, § 25C(6))

Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the Issuance of the building permit. Signed Affidavit attached? ☐ Yes ☐ No

SECTION 7: OWNER DECLARATION

As Owner, I hereby declare that the statements and information on the foregoing application are true and accurate, to the best of my knowledge and behalf,

Signature of Owner _____

Application Date _____

NOTES

An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will **not** have access to the arbitration program or guaranty fund under M.G.L.c.142A. Other important information on the HIC Program and Construction Supervisor Licensing (CSL) can be found in 780 CMR.

PLOT PLAN

Date: _____

Name: _____

Address: _____

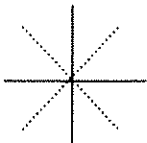
Lot Number: _____

Zone: _____

Please show all proposed buildings, accessory structures and additions. Clearly mark all distances to the proposed structures from the property lines. All lot dimensions must also be shown. **Please indicate the side street if the lot is located on a corner.**

A diagram of a rectangular lot. In the center is a rectangle labeled "PRESENT DWELLING". To the left of the dwelling is a double-headed arrow labeled "Side Yard" above and "Feet" below. To the right of the dwelling is a double-headed arrow labeled "Side Yard" above and "Feet" below. Above the dwelling is an upward-pointing arrow labeled "Rear Yard" above and "Feet" below. Below the dwelling is a downward-pointing arrow labeled "Set Back" above and "Feet" below. On the left side of the lot, a vertical line with an arrow pointing up is labeled "ft. (depth of lot)". On the bottom right of the lot, a horizontal line with an arrow pointing right is labeled "ft. (width of lot)". Below the lot, the word "SIDEWALK" is written in bold capital letters.

Indicate North



_____ **Street/Avenue/Road**

Signature: _____



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ASBESTOS REMOVAL

All residential, commercial and institutional buildings are subject to Massachusetts Department of Environmental Protection (MassDEP) asbestos regulations at 310 CMR 7.15. Therefore, owners and/or operators (e.g. building owners, renovation and demolition contractors, plumbing and heating contractors, flooring contractors, etc.) need to determine all asbestos containing materials (both non-friable and friable) that are present at the site and whether or not those materials will be impacted by the proposed work *prior* to conducting any renovation or demolition activity.

Examples of commonly found asbestos containing materials include, *but are not limited to*, heating system insulation, floor tiles and vinyl sheet flooring, mastics, wallboard, joint compound, decorative plasters, asbestos containing siding and roofing products and fireproofing.

Failure to identify and remove all asbestos containing material prior to its being impacted by renovation or demolition activities can result in significant penalty exposure, and higher clean-up, decontamination, disposal and monitoring cost.

A DOS certified asbestos consultant must be hired to determine if asbestos is present and whether removal/repair is necessary. If the building is a state-owned facility, contact DCAM and DOS. DOS provides a list of licensed asbestos abatement contractors and consultants. You may wish to ask about a contractor's history of violations. Only DOS licensed and DOS certified asbestos abatement contractors and consultants may be hired to perform asbestos-related work in Massachusetts. For more information and permit applications, please contact the Springfield DEP Office at (413) 784-1100 ext 2210.

Received By: _____
Print Name

Title

Signature

Date



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LOCATION OF DEMOLITION DEBRIS

In accordance with the provisions of MGL c 40, S 54, a condition of Building Permit Number _____ is that the debris resulting from this work shall be disposed of in a properly licensed solid waste disposal facility as defined by MGL c 111, S 150A.

The debris will be disposed of in:

(Location of Facility)

Signature of Permit Applicant

Date

**TOWN OF GRANBY
BUILDING DEPARTMENT
HOMEOWNER LICENSE EXEMPTION**

PLEASE PRINT

DATE: _____

JOB LOCATION: _____
Number Street Address

"HOMEOWNER": _____

PRESENT MAILING ADDRESS: _____
Number Street Address

City/Town State Zip Code

The current exemption for "homeowners" was extended to include **owner occupied dwellings** of two units or less and to allow such homeowners to engage an individual for hire who does not possess a license, **provided that the owner acts as supervisor**. (State Building Code Section 110.R5)

DEFINITION OF HOMEOWNER:

Person(s) who owns a parcel of land on which he/she resides or intends to reside, on which there is, or intended to be, a *one or two family dwelling*, attached or detached accessory to such use and/or farm structures. A person who constructs more than one home in a two-year period shall not be considered a homeowner. Such "homeowner" shall submit to the Building Official, on a form acceptable to the Building Official, that **he/she shall be responsible for all such work performed under the building permit**. (Section 110.R5.1.2)

The undersigned "homeowner" assumes responsibility for compliance with the State Building Code and other applicable codes, by-laws, rules and regulations.

The undersigned "homeowner" certifies that he/she understands the Town of Granby Building Inspection Department minimum inspection procedures and requirements and that he/she will comply with said procedures and requirements.

HOMEOWNER'S SIGNATURE: _____

APPROVAL OF BUILDING OFFICIAL: _____

NOTE: Three family dwellings 35,000 cubic feet or larger will be required to comply with State Building Code Section 107.6 – **Construction Control**.



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]
3. ☐ I am a homeowner doing all work myself. [No workers' comp. insurance required.]†
4. ☐ I am a homeowner and will be hiring contractors to conduct all work on my property. I will ensure that all contractors either have workers' compensation insurance or are sole proprietors with no employees.
5. ☐ I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance.‡
6. ☐ We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]

Type of project (required):

7. ☐ New construction
8. ☐ Remodeling
9. ☐ Demolition
10. ☐ Building addition
11. ☐ Electrical repairs or additions
12. ☐ Plumbing repairs or additions
13. ☐ Roof repairs
14. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attach an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: _____

Policy # or Self-ins. Lic. #: _____ Expiration Date: _____

Job Site Address: _____ City/State/Zip: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under MGL c. 152, §25A is a criminal violation punishable by a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. A copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
6. Other _____

Contact Person: _____ Phone #: _____

**TOWN OF GRANBY
BUILDING DEPARTMENT**

**REQUEST TO COLLECTOR'S OFFICE
FOR VERIFICATION OF PAYMENTS**

PROPERTY LOCATION: _____

PARCEL ID: _____

OWNER'S NAME: _____

PLEASE CHECK ONE:

☐ BUILDING

☐ SIGN PERMIT

☐ ELECTRICAL

☐ PLUMBING

PERSON REQUESTING PERMIT:

NAME: _____

ADDRESS: _____

COLLECTOR'S OFFICE ENTRY

REMARKS: _____

REPORTED BY: _____ **DATE:** _____